



# Competency Standard (CS)

**Upholstery Work**

**Level-2**

**Furniture Sector**

**Competency Standard Code: CS-FUR-UW-L2-EN-V1**



**National Skills Development Authority  
Chief Advisor's Office  
Government of the People's Republic of Bangladesh**



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This Competency Standard for **Upholstery Work** is a document for the development of curricula, teaching and learning materials, and assessment tools. It also serves as the document for providing training consistent with the requirements of industry in order to meet the qualification of individuals who graduated through the established standard via competency-based assessment for a relevant job.

This document has been developed by NSDA in association with **Furniture Sector**, industry representatives, academia, related specialist, trainer and related employee.

Public and private institutions may use the information contained in this standard for activities benefitting Bangladesh.

## Introduction

The NSDA aims to enhance an individual's employability by certifying completeness with skills. NSDA works to expand the skilling capacity of identified public and private training providers qualitatively and quantitatively. It also aims to establish and operationalize a responsive skills ecosystem and delivery mechanism through a combination of well-defined set of mechanisms and necessary technical supports.

Key priority economic growth sectors identified by the government have been targeted by NSDA to improve current job skills along with existing workforce to ensure required skills to industry standards. Training providers are encouraged and supported to work with industry to address identified skills and knowledge to enable industry growth and increased employment through the provision of market responsive inclusive skills training program. "**Upholstery Work**" is selected as one of the priority occupations of **Furniture** Sector. This standard is developed to adopt a demand driven approach to training with effective inputs from Industry Skills Councils (ISC's), employer associations and employers.

Generally, a competency standard informs curriculum, learning materials, assessment and certification of trainees enrolled in Skills training. Trainees who successfully pass the assessment will receive a qualification in the National Skills Qualification Framework (BNQF) under Bangladesh National Qualification Framework and will be listed on the NSDA's online portal.

This competency standard is developed to improve skills and knowledge in accordance with the job roles, duties and tasks of the occupation and ensure that the required skills and knowledge are aligned to industry requirements. A series of stakeholder consultations, workshops were held to develop this document.

The document also details the format, sequencing, wording and layout of the Competency Standard for an occupation which is comprised of Units of Competence and its corresponding Elements.

## Overview

A **Competency Standard** is a written specification of the knowledge, skills and attitudes required for the performance of an occupation, trade or job corresponding to the industry standard of performance required in the workplace.

The purpose of a competency standards is to:

- provide a consistent and reliable set of components for training, recognising and assessing people's skills, and may also have optional support materials
- enable industry recognised qualifications to be awarded through direct assessment of workplace competencies
- encourage the development and delivery of flexible training which suits individual and industry requirements
- encourage learning and assessment in a work-related environment which leads to verifiable workplace outcomes

Competency standards are developed by a working group comprised of representative from NSDA, Key Institutions, ISC, and industry experts to identify the competencies required of an occupation in **Furniture Sector**.

Competency standards describe the skills, knowledge and attitude needed to perform effectively in the workplace. CS acknowledge that people can achieve technical and vocational competency in many ways by emphasizing what the learner can do, not how or where they learned to do it.

With competency standards, training and assessment may be conducted at the workplace or at training institute or any combination of these.

Competency standards consist of a number of units of competency. A unit of competency describes a distinct work activity that would normally be undertaken by one person in accordance with industry standards.

Units of competency are documented in a standard format that comprises of:

- unit title
- nominal duration
- unit code
- unit descriptor
- elements and performance criteria
- variables and range statement
- curricular content guide
- assessment evidence guide

Together, all the parts of a unit of competency:

- describe a work activity
- guide the assessor to determine whether the candidate is competent or not yet competent

The ensuing sections of this document comprise of a description of the relevant occupation, trade or job with all the key components of a unit of competency, including:

- a chart with an overview of all Units of Competency for the relevant occupation, trade or job including the Unit Codes and the Unit of Competency titles and corresponding Elements
- the Competency Standard that includes the Unit of Competency, Unit Descriptor, Elements and Performance Criteria, Range of Variables, Curricular Content Guide and Assessment Evidence Guide.

## Competency Standards for National Skill Certificate – 3 in Upholstery Work in Furniture Sector

### Level Descriptors of Skills Sector, BNQF Level 1-6

Level & Job classification	Knowledge Domain	Skills Domain	Responsibility Domain
6-Mid-Level Manager/ Sub Assistant Engineer	Comprehensive actual and theoretical knowledge within a specific work or study area with an awareness of the validity and limits of that knowledge, able to analyze, compare, relate and evaluate.	Specialised and wider range of cognitive and practical skills required to provide leadership in the development of creative solutions to defined problems. Communicate professional issues and solutions to the team and to external partners/users.	Work under broad guidance and self-motivation to execute strategic and operational plan/s. Lead lower-level management. Diagnose and resolve problems within and among work groups.
5-Supervisor	Broad knowledge of the underlying, concepts, principles, and processes in a specific work or study area, able to scrutinize and break information into parts by identifying motives or causes.	Broad range of cognitive and practical skills required to generate solutions to specific problems in one or more work or study areas. Communicate practice-related problems and possible solutions to external partners.	Work under guidance of management and self-direction to resolve specific issues. Lead and take responsibility for the work and actions of group/team members. Bridge between management.
4-Highly Skilled Worker	Broader knowledge of the underlying, concepts, principles, and processes in a specific work or study area, able to solve problems to new situations by comparing and applying acquired knowledge.	A range of cognitive and practical skills required to accomplish tasks and solve problems by selecting and applying the full range of methods, tools, materials and information. Communicate using technical terminology and IT technology with partners and users as per workplace requirements.	Work under minimal supervision in specific contexts in response to workplace requirements. Resolve technical issues in response to workplace requirements and lead/guide a team/ group.
3-Skilled Worker	Moderately broad knowledge in a specific work or study area, able to perceive ideas and abstract from drawing and design according to workplace requirements.	Basic cognitive and practical skills required to use relevant information in order to carry out tasks and to solve routine problems using simple rules and tools. Communicate with his team and limited external partners upholding the values, nature and culture of the workplace	Work or study under supervision with considerable autonomy. Participate in teams and responsible for group coordination.
2-Semi Skilled Worker	Basic understanding of underpinning knowledge in a specific work or study area, able to interpret and apply common occupational terms and instructions.	Skills required to carry out simple tasks, communicate with his team in the workplace presenting and discussing results of his work with required clarity.	Work or study under supervision in a structured context with limited scope of manipulation.
1 –Basic Skilled Worker	Elementary understanding of ability to interpret the underpinning knowledge in a specific study area, able to interpret common occupational terms and instructions.	Specific Basic skills required to carry out simple tasks. Interpret occupational terms and present the results of own work within guided work environment/ under supervision.	Work under direct supervision in a structured context with limited range of responsibilities.

## List of Abbreviations

CS	-	Competency Standard
ISC	-	Industry Skills Council
FURISC	-	Furniture Industry Skills Councils
NSDA	-	National Skills Development Authority
BNQF	-	Bangladesh National Qualification Framework
OSH	-	Occupational Safety and Health
PPE	-	Personal Protective Equipment
SCVC	-	Standards and Curriculum Validation Committee
STP	-	Skills Training Provider
SOP	-	Standard Operating Procedure
UoC	-	Unit of Competency
UW	-	Upholstery Work
4 iR	-	4 <sup>th</sup> Industrial Revolution





Approved by  
36<sup>th</sup> Authority meeting of NSDA  
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**Competency Standards for National Skill Certificate – 2 in  
Upholstery Work  
Course Structure**

SL.	Unit Code and Title		UoC Level	Nominal Hours
<b>Generic Units of Competencies</b>				<b>30</b>
1.	GU-01-L1-V1	Perform Computations Using Basic Mathematical Concepts	1	15
2.	GU-02-L2-V1	Apply Occupational Health and Safety (OHS) Procedure in The Workplace	1	15
<b>Sector Specific Units of Competencies</b>				<b>40</b>
3.	SU-FUR-02-L1-V1	Use Measuring Instruments	1	20
4.	SU-FUR-03-L1-V1	Interpret Technical Drawing	1	20
<b>Occupation Specific Units of Competencies</b>				<b>260</b>
5.	OU-FUR-UW-01-L2-V1	Use Hand Tools and Power Tools	2	20
6.	OU-FUR-UW-02-L2-V1	Prepare for Upholstery Work	2	60
7.	OU-FUR-UW-03-L2-V1	Fix and Attach Upholstery Materials	2	100
8.	OU-FUR-UW-04-L2-V1	Assemble Mechanical Components of Upholstery	2	80
<b>Total Nominal Hours</b>				<b>330</b>

## Units & Elements at a Glance:

### Generic Units of Competencies (30 hours)

Code	Unit of Competency	Elements of Competency	Duration (Hours)
GU-01-L1-V1	Perform Computations Using Basic Mathematical Concepts	<ol style="list-style-type: none"> <li>1. Identify calculation requirements in the workplace</li> <li>2. Select appropriate mathematical methods for the calculation.</li> </ol>	15
GU-02-L1-V1	Apply Occupational Health and Safety (OHS) Procedure in the Workplace	<ol style="list-style-type: none"> <li>1. Use tool/instrument to perform calculations</li> <li>2. Identify OSH policies and procedures</li> <li>3. Follow OSH procedure</li> <li>4. Report hazards and risks</li> <li>5. Respond to emergencies</li> <li>6. Maintain personal well-being</li> </ol>	15

### Sector Specific Units of Competencies (40 Hours)

Code	Unit of Competency	Elements of Competency	Duration (Hours)
SU-FUR-01-L1-V1	Use Measuring Instrument	<ol style="list-style-type: none"> <li>1. Select measuring instruments</li> <li>2. Carry out measurements and calculation</li> <li>3. Maintain measuring instruments</li> </ol>	20
SU-FUR-02-L1-V1	Interpret Technical Drawings	<ol style="list-style-type: none"> <li>1. Select technical drawing</li> <li>2. Interpret drawing &amp; sketches</li> </ol>	20

### Occupation Specific Units of Competencies (240 Hours)

Code	Unit of Competency	Elements of Competency	Hours
OU-FUR-UW-01-L3-V1	Use Hand Tools and Portable Power Tools	<ol style="list-style-type: none"> <li>1. Prepare for works</li> <li>2. Use hand tools safely</li> <li>3. Use portable power tools</li> <li>4. Maintain hand and power tools</li> </ol>	20
OU-FUR-UW-02-L3-V1	Prepare for Upholstery Work	<ol style="list-style-type: none"> <li>1. Prepare tools and materials</li> <li>2. Select and calculate covering materials for upholstery</li> <li>3. Prepare pattern(forma) for upholstery works</li> <li>4. Cut upholstery materials</li> <li>5. Maintain and clean workplace</li> </ol>	60

OU-FUR-UW-03-L3-V1	Fix and Attach Upholstery Materials	<ol style="list-style-type: none"> <li>1. Prepare for work</li> <li>2. Sew upholstery materials</li> <li>3. Perform covering work</li> <li>4. Clean and maintain the work place</li> </ol>	100
OU-FUR-UW-04-L3-V1	Assemble Mechanical Components of Upholstery	<ol style="list-style-type: none"> <li>1. Prepare for work</li> <li>2. Fix mechanical components</li> <li>3. Clean and maintain the workplace</li> </ol>	80

## **Generic Units of Competencies**



<b>Unit Code and Title</b>	<b>GU-01-L1-V1: Perform Computations Using Basic Mathematical Concepts</b>
<b>Unit Descriptor</b>	This unit of competency requires the knowledge, skills and attitude to perform computations using basic mathematical concepts in the workplace. It specifically includes the tasks of identifying calculation requirements in the workplace, selecting appropriate mathematical method/concept for the calculation and using appropriate instruments tools to perform calculation.
<b>Nominal Hours</b>	<b>15 Hours</b>
<b>Elements of Competency</b>	<b>Performance Criteria</b> <b>Bold &amp; Underlined</b> terms are elaborated in the Range of Variables Training Components
1. Identify calculation requirements in the workplace	1.1 Job requirements are identified 1.2 <b><u>Measurements</u></b> are selected in accordance with job requirement 1.3 Calculation requirements are identified from <b><u>workplace information</u></b>
2. Select appropriate mathematical methods for the calculation.	2.1 Mathematical methods are identified 2.2 <b><u>Appropriate method</u></b> is selected to carry out the calculation requirements 2.3 Tolerance and clearance limits are identified and adjusted according to the job requirements
3. Use tool/instrument to perform calculations	3.1 Work instructions are confirmed and applied to the job in hand 3.2 Materials to be measured are identified as per job specification 3.3 Appropriate <b><u>tool/ instrument</u></b> is selected based on materials to be measured
<b>Range of Variables</b>	
<b>Variable</b>	<b>Range</b> (may include but not limited to)
1. Measurements	1.1 Length 1.2 Width 1.3 Weight 1.4 Tolerance
2. workplace information	2.1 Job Order 2.2 Design 2.3 Working drawing 2.4 Verbal instructions 2.5 Written Instruction
3. Appropriate method	3.1 Addition 3.2 Subtraction 3.3 Division 3.4 Multiplication 3.5 Conversion

	3.6 Percentage and ratio calculation
4. Tool/ Instrument	4.1 Calculator 4.2 Scale 4.3 Measuring tape 4.4 Marker
<b>Evidence Guide</b> The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical Aspects of Competency	Assessment required evidence that the candidate: 1.1 identified calculation requirements from workplace information 1.2 selected appropriate method to carry out the calculation 1.3 requirements 1.4 selected measurements 1.5 selected appropriate methods 1.6 used tool/instrument 1.7 added numbers 1.8 subtracted numbers 1.9 multiplied numbers. 1.10 divided numbers. 1.11 completed calculations using appropriate tools/instruments
2. Underpinning Knowledge	2.1. Numerical concept 2.2. Basic mathematical methods such as addition, subtraction, multiplication and division and percentage. 2.3. Mathematical language, symbols and terminology. 2.4. Measuring units
3. Underpinning Skills	3.1 Interpret numerical concept 3.2 Interpret mathematical methods such as addition, subtraction, multiplication and division and percentage. 3.3 Interpret mathematical language, symbols and terminology. 3.4 Interpret measuring units
4. Underpinning Attitudes	4.1. Commitment to occupational health and safety 4.2. Environmental concerns 4.3. Eagerness to learn 4.4. Tidiness and timeliness 4.5. Respect for rights of peers and seniors in workplace 4.6. Communication with peers and seniors in workplace
5. Resource Implications	5.1. Work place Procedure 5.2. Materials relevant to the proposed activity 5.3. All tools, equipment, material and documentation required. 5.4. Relevant specifications or work instructions
6. Methods of Assessment	6.1. Written Test 6.2. Demonstration

	6.3. Oral Questioning 6.4. Portfolio
7. Context of assessment	7.1 Competency assessment must be done in a training center or in an actual or simulated workplace after completion of the training module. 7.2 Assessment should be done by NSDA certified/ nominated 7.3 assessor
<p><b>Accreditation Requirements</b></p> <p>Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.</p>	

<b>Unit Code and Title</b>	<b>GU-02-L1-V1: Apply Occupational Health and Safety (OHS) Procedure in the Workplace</b>
<b>Unit Descriptor</b>	<p>This unit covers the knowledge, skills and attitudes required to apply occupational health and safety (OHS) procedure in the workplace.</p> <p>It specifically includes identifying OHS policies and procedures, following OHS procedure, reporting hazards and risks, responding to emergencies, and maintaining personal well-being.</p>
<b>Nominal Hours</b>	<b>15 Hours</b>
<b>Elements of Competency</b>	<b>Performance Criteria</b> <b><u>Bold &amp; Underlined</u></b> terms are elaborated in the Range of Variables
1. Identify OSH policies and procedures	<p>1.1. <b><u>OHS policies</u></b> and <b><u>safe operating procedures</u></b> are accessed and stated</p> <p>1.2. <b><u>Safety signs and symbols</u></b> are identified and followed</p> <p>1.3. Emergency response, evacuation procedures and other contingency measures are determined according to workplace requirements</p>
2. Follow OSH procedure	<p>2.1 <b><u>Personal protective equipment (PPE)</u></b> is selected and collected as required</p> <p>2.2 Personal protective equipment (PPE) is correctly used in accordance with organization OHS procedures and practices</p> <p>2.3 A clear and tidy workplace is maintained as per workplace standard</p> <p>2.4 PPE is maintained to keep them operational and compliant with OHS regulations</p>
3. Report hazards and risks.	<p>3.1 <b><u>Hazards</u></b> and risks are identified, assessed and controlled</p> <p>3.2 Incidents arising from hazards and risks are reported to designated authority</p>
4. Respond to emergencies	<p>4.1 Alarms and warning devices are responded</p> <p>4.2 Workplace <b><u>emergency procedures</u></b> are followed</p> <p>4.3 <b><u>Contingency measures</u></b> during workplace accidents, fire and other emergencies are recognized and followed in accordance with organization procedures</p> <p>4.4 First aid procedures is applied during emergency situations</p>
5. Maintain personal well-being	<p>5.1 OHS policies and procedures are adhered to</p> <p>5.2 OHS awareness programs are participated in as per workplace guidelines and procedures</p> <p>5.3 Corrective actions are implemented to correct unsafe condition in the workplace</p> <p>5.4 <b><u>“Fit to work” records</u></b> are updated and maintained according to workplace requirements</p>

<b>Range of Variables</b>	
<b>Variables</b>	<b>Range</b> (may include but not limited to):
1. OHS policies	1.1. Bangladesh standards for OHS 1.2. Fire Safety Rules and Regulations 1.3. Code of Practice 1.4. Industry Guidelines
2. Safe operating procedures	2.1 Orientation on emergency exits, fire extinguishers, fire escape, etc. 2.2 Emergency procedures 2.3 First Aid procedures 2.4 Tagging procedures 2.5 Use of PPE 2.6 Safety procedures for hazardous substances
3. Safety signs and symbols	3.1 Direction signs (exit, emergency exit, etc.) 3.2 First aid signs 3.3 Danger Tags 3.4 Hazard signs 3.5 Safety tags 3.6 Warning signs
4. Personal Protective Equipment (PPE)	4.1 Gas Mask 4.2 Gloves 4.3 Safety boots 4.4 Face mask 4.5 Overalls 4.6 Goggles and safety glasses 4.7 Sun block 4.8 Chemical/Gas detectors
5. Hazards	5.1 Chemical hazards 5.2 Biological hazards 5.3 Physical Hazards 5.4 Mechanical and Electrical Hazard 5.5 Mental hazard 5.6 Ergonomic hazard
6. Emergency Procedures	6.1 Fire fighting 6.2 Earthquake 6.3 Medical and first aid 6.4 Evacuation
7. Contingency measures	7.1 Evacuation 7.2 Isolation 7.3 Decontamination
8. "Fit to Work" records	8.1 Medical Certificate every year 8.2 Accident reports, if any

	8.3 Eye vision certificate
<b>Evidence Guide</b> The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidence that the candidate: <ol style="list-style-type: none"> <li>1.1 stated OHS policies and safe operating procedures</li> <li>1.2 followed safety signs and symbols</li> <li>1.3 used personal protective equipment (PPE)</li> <li>1.4 maintained workplace clear and tidy</li> <li>1.5 assessed and Controlled hazards</li> <li>1.6 followed emergency procedures</li> <li>1.7 followed contingency measures</li> <li>1.8 implemented corrective actions</li> </ol>
2. Underpinning knowledge	<ol style="list-style-type: none"> <li>2.1 Define OHS</li> <li>2.2 OHS Workplace Policies and Procedures</li> <li>2.3 Work Safety Procedures</li> <li>2.4 Emergency Procedures</li> <li>2.5 Hazard control procedure</li> <li>2.6 Different types of Hazards</li> <li>2.7 PPE and there uses</li> <li>2.8 Personal Hygiene Practices</li> <li>2.9 OHS Awareness</li> </ol>
3. Underpinning skills	<ol style="list-style-type: none"> <li>3.1 Accessing OHS policies</li> <li>3.2 Handling of PPE</li> <li>3.3 Handling cleaning tools and equipment</li> <li>3.4 Writing report</li> <li>3.5 Responding to emergency procedures</li> </ol>
4. Required attitude	<ol style="list-style-type: none"> <li>4.1 Commitment to occupational health and safety</li> <li>4.2 Sincere and honest to duties</li> <li>4.3 Promptness in carrying out activities</li> <li>4.4 Environmental concerns</li> <li>4.5 Eagerness to learn</li> <li>4.6 Tidiness and timeliness</li> <li>4.7 Respect of peers and seniors in workplace</li> <li>4.8 Communicate with peers and seniors in workplace</li> </ol>
5. Resource implications	<ol style="list-style-type: none"> <li>5.1 Workplace</li> <li>5.2 Equipment and outfits appropriate in applying safety measures</li> <li>5.3 Tools, materials and documentation required</li> <li>5.4 OHS Policies and Procedures</li> </ol>
6. Methods of assessment	Assessment methods may include but not limited to: <ol style="list-style-type: none"> <li>6.1 Written test</li> <li>6.2 Demonstration</li> </ol>

	6.3 Oral Questioning 6.4 Portfolio
7. Context of assessment	7.1 Competency assessment must be done in a training center or in an actual or simulated workplace after completion of the training module. 7.2 Assessment should be done by NSDA certified/ nominated assessor
<p><b>Accreditation Requirements</b></p> <p>Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.</p>	

## **Sector Specific Units of Competencies**



<b>Unit Code and Title</b>	<b>SU-FUR-02-L1-V1: Use Measuring Instruments</b>
<b>Unit Descriptor</b>	<p>This unit covers the knowledge, skills and attitudes required to use measuring instruments.</p> <p>It specifically includes the tasks of selecting measuring instruments, carrying out measurements and calculation and maintaining measuring instruments.</p>
<b>Nominal Hours</b>	<b>20 Hours</b>
<b>Elements of Competency</b>	<b>Performance Criteria</b> <b><u>Bold &amp; Underlined</u></b> terms are elaborated in the Range of Variables
1. Follow OSH practices	<p>1.1 Safe work practices observed and Personal Proactive Equipment (<b><u>PPE</u></b>) used as required for the work performance.</p> <p>1.1 PPE is selected and worn.</p> <p>1.2 OSH practices are followed throughout the work process</p>
2. Select job and measuring instruments	<p>2.1 Object or component to be measured is identified.</p> <p>2.2 Correct specifications are obtained from relevant source</p> <p>2.3 Required <b><u>measuring instruments</u></b> is selected in accordance with job requirements.</p> <p>2.4 Tolerance and clearance limit are selected according to job requirements.</p> <p>2.5 Measuring instruments are calibrated as per standard if necessary;</p>
3. Carry out measurements and calculation	<p>3.1 Routine adjustment is done for measuring equipment as per instruction manuals.</p> <p>3.2 <b><u>Measurement</u></b> is taken according to drawing or specification.</p> <p>3.3 Necessary <b><u>calculation</u></b> is carried out to confirm the dimension of work mentioned in <b><u>documents</u></b>.</p> <p>3.4 Measurement is checked against job requirement.</p> <p>3.5 Measurements are recorded on form/drawing/sketches.</p> <p>3.6 Recorded measurements are interpreted and communicated to authority.</p>
4. Maintain measuring instruments	<p>4.1 Measuring instruments are checked for damage prior to storage.</p> <p>4.2 Measuring instruments are cleaned before and after using.</p> <p>4.3 Waste materials are disposed in the designated place</p>
<b>Range of Variables</b>	
<b>Variable</b>	<b>Range</b> (may include but not limited to):
1. PPE	<p>1.1 Dust mask.</p> <p>1.2 Apron</p> <p>1.3 Hand gloves</p> <p>1.4 Goggles.</p> <p>1.5 Safety shoes.</p> <p>1.6 Helmet.</p>

2. Measuring instruments	2.1 Measuring tape (Steel, Leather, Synthetic) 2.2 Callipers (inside-outside) 2.3 Vernier Callipers 2.4 Try square 2.5 Steel rule 2.6 T square 2.7 Weighing scale
3. Measurement	3.1 Thickness 3.2 Length. 3.3 Width. 3.4 Depth. 3.5 Height. 3.6 Angle. 3.7 Diameter. 3.8 Clearances. 3.9 Weight
4. Basic calculation	4.1 Volume (Rectangular, Cylindrical) 4.2 Area (Rectangle, Circle, Triangle, Square) Circumference 4.3 Outside diameter 4.4 Addition. 4.5 Subtraction. 4.6 Multiplication. 4.7 Division. 4.8 Fractions and decimals.
5. Documents	2.1 Drawings. 2.2 Sketches. 2.3 Technical manuals. 2.4 Specifications. 5.1 Written instructions.
<b>Evidence Guide</b> The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment required evidences that the candidate: 1.1 Identified the proper graduated measuring instrument. 1.2 Followed safety guidelines. 1.3 Performed measurement according to job requirement. 1.4 Calculated area and volume. 1.5 Recorded measurement. 1.6 Interpreted written instructions.

2. Underpinning knowledge	<ul style="list-style-type: none"> <li>2.1 Types of measuring tools and equipment.</li> <li>2.2 Measuring instruments and its use.</li> <li>2.3 Formula for volume, area, perimeter and other geometric figures.</li> <li>2.4 Techniques of using different measuring instruments.</li> <li>2.5 Unit of conversion and conversion factors.</li> <li>2.6 Care in the use of measuring tools.</li> </ul>
3. Underpinning skills	<ul style="list-style-type: none"> <li>3.1 Selecting measuring tools.</li> <li>3.2 Handling measuring instruments.</li> <li>3.3 Taking measurements.</li> <li>3.4 Interpreting instruction and technical drawing.</li> <li>3.5 Caring and handling measuring instruments.</li> <li>3.6 Calibrating and using measuring instruments.</li> <li>3.7 Performing calculation by addition, subtraction, multiplication and division.</li> <li>3.8 Interpreting formula for volume, area, perimeter and other geometric figures.</li> </ul>
4. Required attitudes	<ul style="list-style-type: none"> <li>4.1 Commitment to occupational safety and health.</li> <li>4.2 Promptness in carrying out activities.</li> <li>4.3 Sincere and honest to duties.</li> <li>4.4 Eagerness to learn.</li> <li>4.5 Tidiness and timeliness.</li> <li>4.6 Environmental concerns.</li> <li>4.7 Respect for rights of peers and seniors at workplace.</li> <li>4.8 Communication with peers and seniors at workplace.</li> </ul>
5. Resource implication	<p>The following resources must be provided:</p> <ul style="list-style-type: none"> <li>5.1 workplace (actual or simulated)</li> <li>5.2 tools, equipment and physical facilities appropriate to perform activities</li> <li>5.3 materials and consumables needed to perform activities.</li> </ul>
6. Methods of assessment	<p>Methods of assessment may include but not limited to:</p> <ul style="list-style-type: none"> <li>6.1 written test</li> <li>6.2 demonstration</li> <li>6.3 oral questioning</li> <li>6.4 portfolio.</li> </ul>
7. Context of Assessment	<ul style="list-style-type: none"> <li>7.1 Competency assessment must be done in a training center or in an actual or simulated workplace after completion of the training module.</li> <li>7.2 Assessment should be done by NSDA certified/ nominated assessor</li> </ul>

**Accreditation Requirements**

Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.

<b>Unit Code and Title</b>	<b>SU-FUR-03-L1-V1: Interpret Technical Drawing</b>
<b>Unit Descriptor</b>	This unit covers the knowledge, skills and attitudes required to interpret technical drawing. It specifically includes the tasks of selecting technical drawing and interpreting technical drawing.
<b>Nominal Hours</b>	<b>20 Hours</b>
<b>Elements of Competency</b>	<b>Performance Criteria</b> <b><u>Bold &amp; Underlined</u></b> terms are elaborated in the Range of Variables
1. Select technical drawing	1.1 <b><u>Drawing</u></b> is selected and checked to ensure that it conforms to the job requirements. 1.2 Drawing is validated by the responsible person.
2. Interpret drawing and sketches	2.1 Drawing components and assemblies are identified. 2.2 Dimensions are identified in accordance with job requirement. 2.3 Components, assemblies or objects are recognized as required. 2.4 Sketches are identified & interpreted to perform required job. 2.5 Instructions are followed for making pattern 2.6 Material specifications are identified. 2.7 <b><u>Symbols</u></b> in drawing are identified and interpreted.
<b>Range of Variables</b>	
<b>Variable</b>	<b>Range</b> (may include but not limited to):
1. Drawing	1.1 Freehand Sketch 1.2 Pattern Innovation 1.3 Technical Drawing: <ul style="list-style-type: none"> <li>▪ Isometric view (Top view, side view, back panel, bottom and bit)</li> <li>▪ Oblique view</li> <li>▪ Orthographic view</li> </ul>
2. Symbol	2.1 Lock / Handle / Knob 2.2 Magnet 2.3 Channel 2.4 Hinge (Round / Straight / Half-Round, Corner) 2.5 Wood 2.6 Wheel
<b>Evidence Guide</b> The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment required evidences that the candidate: <ul style="list-style-type: none"> <li>1.1 identified dimension according to job requirement</li> <li>1.2 recorded clearances and tolerances according to the fit requirement</li> <li>1.3 interpret drawing symbols.</li> </ul>

2. Underpinning knowledge	<ul style="list-style-type: none"> <li>2.1 Types of drawing.</li> <li>2.2 Types of symbols.</li> <li>2.3 Unit of measurements.</li> <li>2.4 Dimension style</li> </ul>
3. Underpinning skills	<ul style="list-style-type: none"> <li>3.1 Interpreting data and instruction given in the drawing.</li> <li>3.2 Interpreting measurements and scale of drawing.</li> </ul>
4. Required attitudes	<ul style="list-style-type: none"> <li>4.1 Commitment to occupational safety and health.</li> <li>4.2 Promptness in carrying out activities.</li> <li>4.3 Sincere and honest to duties.</li> <li>4.4 Environmental concerns.</li> <li>4.5 Eagerness to learn.</li> <li>4.6 Tidiness and timeliness.</li> <li>4.7 Respect for rights of peers and seniors at workplace.</li> <li>4.8 Communication with peers and seniors at workplace.</li> </ul>
5. Resource implication	<p>The following resources must be provided:</p> <ul style="list-style-type: none"> <li>5.1 workplace (actual or simulated)</li> <li>5.2 tools, equipment and physical facilities appropriate to perform activities</li> <li>5.3 materials and consumables needed to perform activities.</li> </ul>
6. Methods of assessment	<p>Methods of assessment may include but not limited to:</p> <ul style="list-style-type: none"> <li>6.1 written test</li> <li>6.2 demonstration</li> <li>6.3 oral questioning</li> <li>6.4 portfolio.</li> </ul>
7. Context of assessment	<ul style="list-style-type: none"> <li>7.1 Competency assessment must be done in NSDA accredited assessment centre</li> <li>7.2 Assessment should be done by a NSDA certified/nominated assessor</li> </ul>
<p><b>Accreditation Requirements</b></p> <p>Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF/BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA</p>	

## **Occupation Specific Units of Competencies**

<b>Unit Code and Title</b>	<b>OU-FUR-UW-01-L2-V1: Use Hand Tools and Portable Power Tools</b>
<b>Unit Descriptor</b>	This unit covers the knowledge, skills and attitudes required to use hand tools and portable power tools. It specifically includes the tasks of preparing for works, using hand tools safely, operating portable power tools and maintaining hand and power tools.
<b>Nominal Hours</b>	<b>20 Hours</b>
<b>Elements of Competency</b>	<b>Performance Criteria</b> <b><u>Bold &amp; Underlined</u></b> terms are elaborated in the Range of Variables
1. Prepare for works	<p>1.1 Occupational Safety and Health (OSH) requirements, are observed</p> <p>1.2 Tasks are identified.</p> <p>1.3 Safe work practice is observed and <b><u>Personal Protective Equipment (PPE)</u></b> is worn as per workplace requirement</p> <p>1.4 <b><u>Hand tools and Portable power tools</u></b> are identified and selected in accordance with the <b><u>task</u></b> requirements.</p>
2. Use hand tools safely	<p>2.1 Safety precautions are ensured before using hand tools</p> <p>2.2 Hand tools are checked for proper operation</p> <p>2.3 Unsafe or faulty hand tools are identified and marked for repair</p> <p>2.4 Material is located and held in <b><u>Holding and clamping devices</u></b> for hand tool application.</p> <p>2.5 Use hand tools safely to perform a work activity according to work place procedure</p>
3. Use portable power tools	<p>3.1 Power supply outlet and electrical cord are inspected and confirmed safe for use following established workplace safety requirements</p> <p>3.2 Safety precautions are ensured before using power tools following the manufacturer's operating specifications</p> <p>3.3 Unsafe or faulty power tools are identified and marked for repair</p> <p>3.4 Material is located and held in holding and clamping devices for power tools application as applicable.</p> <p>3.5 The proper <b><u>sequence of operation</u></b> is applied for using power tools</p> <p>3.6 All safety requirements are complied with the job requirements before, during and after use.</p>
4. Maintain hand and power tools	<p>4.1 Hand tools and power tools are checked for damage prior to storage.</p> <p>4.2 Hand tools and power tools are cleaned before and after using.</p> <p>4.3 Power tools are maintained using relevant lubrications as per manufacturer's instructions.</p> <p>4.4 Hand tools and power tools are stored in the designated area.</p>
<b>Range of Variables</b>	



<b>Variable</b>	<b>Range</b> (may include but not limited to:)
1. Personal Protective Equipment	1.1 Hand gloves 1.2 Helmet 1.3 Apron/Boiler suit 1.4 Goggles 1.5 Face masks 1.6 Safety shoes
2. Hand tools	2.1 Ball Pin Hammer 2.2 Mallet 2.3 Measuring Tape 2.4 Ruler (Wood and Steel) 2.5 Vernier Scale 2.6 Try Square 2.7 Screwdriver (Flat and Star) 2.8 Pincers 2.9 Nail Punch 2.10 Spanner 2.11 Allen Key 2.12 Scissor 2.13 Marker pen
3. Portable power tools	3.1 Nail Gun 3.2 Screw Gun 3.3 Stapler gun 3.4 Blower 3.5 Hand Drill Machine 3.6 Dust Collector 3.7 Fabric/ Rexine Cutting Machine
4. Task	4.1 Cutting 4.2 Sewing 4.3 Assembling <ul style="list-style-type: none"> <li>▪ Setting belt/spring</li> <li>▪ Foam pasting</li> <li>▪ Attach covering</li> <li>▪ Fitting</li> </ul> 4.4 Trimming 4.5 Slotting 4.6 Finishing
5. Holding and clamping devices	5.1 Jigs and Fixtures
6. Sequence of operation	6.1 Clamping 6.2 Alignment 6.3 Adjustment

<b>Evidence Guide</b>	
The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency.	
1. Critical aspects of competency	<p>Assessment required evidences that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Followed OSH as per requirement</li> <li>1.2 demonstrated safe working practices</li> <li>1.3 used hand tools and portable power tools</li> <li>1.4 maintained and stored hand tools and power tools.</li> </ul>
2. Underpinning knowledge	<ul style="list-style-type: none"> <li>2.1 Classification of tools</li> <li>2.2 Safety requirements in handling tools.</li> <li>2.3 Function, operation and common faults of tools</li> <li>2.4 Maintenance of tools.</li> <li>2.5 Storage of tools.</li> </ul>
3. Underpinning skills	<ul style="list-style-type: none"> <li>3.1 Safe handling of tools</li> <li>3.2 Sharpening cutting tools safely.</li> <li>3.3 Using and maintaining hand tools and portable power tools.</li> <li>3.4 Following OSH</li> <li>3.5 Cleaning and storing hand and power tools</li> </ul>
4. Required attitudes	<ul style="list-style-type: none"> <li>4.1 Commitment to occupational safety and health.</li> <li>4.2 Promptness in carrying out activities.</li> <li>4.3 Sincere and honest to duties.</li> <li>4.4 Eagerness to learn.</li> <li>4.5 Tidiness and timeliness.</li> <li>4.6 Environmental concerns.</li> <li>4.7 Respect for rights of peers and seniors at workplace.</li> <li>4.8 Communication with peers and seniors at workplace.</li> </ul>
5. Resource implication	<p>The following resources must be provided:</p> <ul style="list-style-type: none"> <li>5.1 Workplace (actual or simulated)</li> <li>5.2 Tools, equipment and physical facilities appropriate to perform activities</li> <li>5.3 Materials, consumables to perform activities.</li> </ul>
6. Methods of assessment	<p>Methods of assessment may include but not limited to:</p> <ul style="list-style-type: none"> <li>6.1 written test</li> <li>6.2 demonstration</li> <li>6.3 oral questioning</li> <li>6.4 portfolio.</li> </ul>
7. Context of assessment	<ul style="list-style-type: none"> <li>7.1 Competency assessment must be done in a training center or in an actual or simulated workplace after completion of the training module.</li> <li>7.2 Assessment should be done by NSDA certified/ nominated assessor</li> </ul>

**Accreditation Requirements**

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<b>Unit Code and Title</b>	<b>OU-FUR-UW-02-L2-V1: Prepare for Upholstery Work</b>
<b>Unit Descriptor</b>	<p>This unit of competency covers the knowledge, skills and attitude required to prepare for upholstery works.</p> <p>It includes preparation of tools and materials, selecting and calculation of cushioning and covering materials, preparing pattern(forma) for upholstery works, cutting upholstery materials and cleaning tools and workplace.</p>
<b>Nominal Hours</b>	<b>60</b>
<b>Element of Competency</b>	<b>Performance Criteria</b>
	<b><u>Bold &amp; italicized</u></b> words are detailed in the range of variables
1. Prepare tools and materials	<p>1.1 Occupational safety and health are observed throughout the works.</p> <p>1.2 <b><u>Hazards</u></b> of workplace are identified and controlled for safe work.</p> <p>1.3 <b><u>Personal Protective Equipment (PPE)</u></b> are used as per nature of the work.</p> <p>1.4 Required <b><u>materials</u></b> are identified and collected according to job requirement and specification.</p> <p>1.5 <b><u>Hand tools</u></b> are selected are consistent with job requirements and work instructions; and checked for safe and effective operations.</p>
2. Select and calculate covering materials for upholstering	<p>2.1 <b><u>Foam</u></b> is selected according to the job requirement.</p> <p>2.2 <b><u>Rexine</u></b> is selected according to the job requirement.</p> <p>2.3 Lather is selected according to the job requirement.</p> <p>2.4 <b><u>Fabric</u></b> is selected according to the workplace procedure.</p> <p>2.5 Cushioning quantities are calculated according to the dimensions mentioned in the drawing including wastage of fabrics.</p>
3. Prepare pattern(forma) for upholstery works	<p>3.1 Layout of the pattern (forma) is drawn according to the dimensions mentioned in the drawing.</p> <p>3.2 Measurement of pattern (forma) is taken as per the given furniture or drawing of furniture.</p> <p>3.3 Pattern (forma) is cut according to the layout.</p>
4. Cut upholstery materials	<p>4.1 Cushioning materials are cut as per the workplace procedure.</p> <p>4.2 Foam is shaped according to the designed forma with edges rounded.</p> <p>4.3 Materials are cut according to the requirements of the structure of work piece and as per the workplace procedure.</p>
5. Maintain and Clean workplace	<p>5.1 Prepared products and unused materials are stored according to workplace procedure for next step.</p> <p>5.2 Tools are cleaned and stored according to workplace procedures.</p>

	5.3 Work area is cleaned and waste materials are disposed according to workplace procedure.
<b>Range of Variable</b>	
<b>Variable</b>	<b>Range (may include but is not limited to)</b>
1. Hazards	1.1 Chemical hazard 1.2 Physical hazard 1.3 Electrical hazard 1.4 Mechanical hazard 1.5 Biological 1.6 Mental hazard 1.7 Ergonomic hazard
2. PPE	2.1 Mask. 2.2 Apron. 2.3 Safety Goggles. 2.4 Hand Gloves. 2.5 Safety shoe.
3. Materials	3.1 Art paper. 3.2 Record Paper/Notebook. 3.3 Pen. 3.4 Pencil. 3.5 Eraser. 3.6 Sharpener. 3.7 Foam. 3.8 Padding foam. 3.9 Tire belt. 3.10 Rubber belt. 3.11 Markin cloth. 3.12 Fabric. 3.13 Rexine. 3.14 Jute Cloth 3.15 Leather. 3.16 Threads. 3.17 Zipper. 3.18 Runner. 3.19 Tailoring chalk. 3.20 Adhesive/glue. 3.21 Needle. 3.22 Screw. 3.23 Nail 3.24 Stapler pin 3.25 Micro Fiber 3.26 Bit rope 3.27 Cot rope

4. Hand tools	<ul style="list-style-type: none"> <li>4.1 Steel rule</li> <li>4.2 Scissors.</li> <li>4.3 Knife/cutter.</li> <li>4.4 Hacksaw blade.</li> <li>4.5 Tailoring tape.</li> <li>4.6 Screwdriver set.</li> </ul>
5. Foam	<ul style="list-style-type: none"> <li>5.1 Poly Foam</li> <li>5.2 Rubber Foam</li> <li>5.3 Semi Rubber Foam</li> <li>5.4 Super Soft Foam</li> <li>5.5 Crash Fiber</li> <li>5.6 Jacket foam</li> </ul>
6. Rexine	<ul style="list-style-type: none"> <li>6.1 Local Rexine</li> <li>6.2 Foreign/PU Rexine</li> <li>6.3 Artificial Lather</li> </ul>
7. Fabrics	<ul style="list-style-type: none"> <li>8.1 Synthetic.</li> <li>8.2 Cotton.</li> <li>8.3 Velvet</li> <li>8.4 Net fabrics</li> </ul>
<p><b>Evidence Guide:</b> This evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet requirements of the current version of the unit of competency.</p>	
1. Critical aspects of competency	<p>Assessment requires evidence that the candidate must be able to:</p> <ul style="list-style-type: none"> <li>1.1 Followed safety procedures throughout the work.</li> <li>1.2 Selected upholstery materials as per requirement.</li> <li>1.3 Calculated quantities of upholstery materials</li> <li>1.4 Prepared pattern/forma as per the dimensions of drawing or structure.</li> <li>1.5 Cut upholstery materials as per requirement.</li> <li>1.6 Cleaned the workplace after completion of the task.</li> </ul>
2. Underpinning knowledge	<ul style="list-style-type: none"> <li>2.1 Types of covering upholstery materials and their uses.</li> <li>2.2 List the name of upholstery materials</li> <li>2.3 Hazard and types of hazards</li> <li>2.4 Effect of hazards</li> <li>2.5 Control hazards</li> <li>2.6 Types of adhesives and their functions.</li> <li>2.7 Calculation of covering materials</li> <li>2.8 Workplace procedures.</li> </ul>
3. Underpinning skills	<ul style="list-style-type: none"> <li>3.1 Handling of upholstery tools.</li> <li>3.2 Free hand sketching.</li> <li>3.3 Making template or forma.</li> <li>3.4 Measuring dimensions of structure.</li> <li>3.5 Interpreting drawing.</li> <li>3.6 Cutting upholstery materials.</li> </ul>

4. Required attitude	<ul style="list-style-type: none"> <li>4.1 Commitment to occupational health and safety.</li> <li>4.2 Environmental concerns.</li> <li>4.1 Promptness in carrying out activities.</li> <li>4.1 Tidiness and timeliness.</li> <li>4.2 Respect for rights of peers and seniors in workplace.</li> <li>4.3 Communication with peers and seniors in workplace.</li> </ul>
5. Resource implication	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> <li>5.1 Workplace.</li> <li>5.2 Workplace Procedure.</li> <li>5.3 Tools, equipment and facilities appropriate to processes or activity.</li> <li>5.4 Materials relevant to the proposed activity.</li> <li>5.5 Equipment and outfits appropriate in applying safety measures.</li> <li>5.6 Relevant drawings, manuals, standards and reference materials.</li> </ul>
6. Methods of assessment	<p>Assessment methods may include but not limited to:</p> <ul style="list-style-type: none"> <li>6.1 Performance Test / Demonstration.</li> <li>6.2 Oral Questioning.</li> <li>6.3 Assignment.</li> <li>6.4 Written Test.</li> </ul>
7. Context of assessment	<ul style="list-style-type: none"> <li>7.1 Competency assessment must be done in a training center or in an actual or simulated workplace after completion of the training module.</li> <li>7.2 Assessment should be done by NSDA certified/ nominated assessor</li> </ul>

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<b>Unit Code and Title</b>	<b>OU-FUR-UW-03-L2-V1: Fix and Attach Upholstery Materials</b>
<b>Unit Descriptor</b>	<p>This unit of competency covers the knowledge, skills and attitude required to fix and attach upholstery materials for upholstery works.</p> <p>It includes preparation of tools and materials, sewing upholstery materials, and performing cushioning for upholstery works and cleaning workplace</p>
<b>Nominal Hours</b>	<b>100</b>
<b>Element of Competency</b>	<b>Performance Criteria</b> <b><u>Bold &amp; Underlined</u></b> words are detailed in the Range of Variables.
1. Prepare for work	<p>1.1 Occupational safety are observed throughout the works.</p> <p>1.2 <b><u>Hazards</u></b> are identified and controlled for safe work</p> <p>1.3 <b><u>Personal Protective Equipment (PPE)</u></b> are used as per nature of the work.</p> <p>1.4 <b><u>Hand</u></b> and <b><u>power tools and equipment</u></b> are selected consistent with job requirements</p> <p>1.5 Power tools are checked for safe and effective operations.</p> <p>1.6 Required <b><u>materials</u></b> are identified and collected according to job requirement and specification.</p>
2. Sew upholstery materials	<p>2.1 <b><u>Covering components</u></b> are selected as per job requirement</p> <p>2.2 Covering components are sewed according to the work specification using sewing machines</p> <p>2.3 Quality of sewing is maintained by checking components according to workplace procedures,</p> <p>2.4 Excess threads are trimmed, and <b><u>faults</u></b> are rectified.</p> <p>2.5 Sewed components are stacked in sequential order to facilitate next operation.</p>
3. Perform covering work	<p>3.1 Adhesive is applied uniformly in right quantity to the structure, foam and fabrics as required using spray gun.</p> <p>3.2 Structure and foam are glued together according to the work procedure.</p> <p>3.3 Covering materials are stapled/nailed uniformly, tightly, without wrinkles over the foam padding.</p> <p>3.4 Staple works is checked for defects and rectified.</p> <p>3.5 Extra edges of fabric are trimmed as required.</p>
4. Clean and maintain the work place	<p>4.1 Workplace is cleaned according to the workplace procedure.</p> <p>4.2 Waste and scrap materials are disposed following workplace procedure.</p> <p>4.3 Tools and equipment are cleaned and stored according to the workplace procedure.</p>
<b>Range of Variable</b>	
<b>Variable</b>	<b>Range</b> (May include but is not limited to)



1. Hazards	<ul style="list-style-type: none"> <li>1.1 Chemical hazard</li> <li>1.2 Physical hazard</li> <li>1.3 Electrical hazard</li> <li>1.4 Mechanical hazard</li> <li>1.5 Biological</li> <li>1.6 Mental hazard</li> <li>1.7 Ergonomic hazard</li> </ul>
2. PPE	<ul style="list-style-type: none"> <li>2.1 Mask.</li> <li>2.2 Apron.</li> <li>2.3 Safety Goggles.</li> <li>2.4 Hand Gloves.</li> <li>2.5 Safety shoe.</li> </ul>
3. Hand tools	<ul style="list-style-type: none"> <li>3.1 Steel rule</li> <li>3.2 Measuring tape.</li> <li>3.3 Scissors.</li> <li>3.4 Knife/Cutter.</li> <li>3.5 Hack saw blade.</li> <li>3.6 Tailoring tape.</li> <li>3.7 Screw driver set.</li> <li>3.8 Upholstery hammer</li> </ul>
4. Power tools and equipment	<ul style="list-style-type: none"> <li>4.1 Sewing machine with accessories.</li> <li>4.2 Spray gun.</li> <li>4.3 Stapler gun.</li> </ul>
5. Materials	<ul style="list-style-type: none"> <li>4.1 Foam.</li> <li>5.1 Fabric.</li> <li>5.2 Rexine.</li> <li>5.3 Leather.</li> <li>5.4 Thread.</li> <li>5.5 Needle.</li> <li>5.6 Machine oil.</li> <li>5.7 Bobbin case.</li> <li>5.8 Tailoring chalk.</li> <li>5.9 Record Paper.</li> <li>5.10 Pencil.</li> <li>5.11 Padding foam.</li> <li>5.12 Zipper.</li> <li>5.13 Runner.</li> <li>5.14 Adhesive/Glue</li> <li>5.15 Staples (J/F of different sizes)</li> </ul>
6. Covering components	<ul style="list-style-type: none"> <li>6.1 Seat &amp; Back (Dinning Chair )</li> <li>6.2 Seat &amp; Back (Visitor Chair)</li> <li>6.3 Seat &amp; Back (Revolving Chair)</li> <li>6.4 Seat &amp; Back (Single sofa)</li> </ul>

7. Faults	<ul style="list-style-type: none"> <li>7.1 Puckering</li> <li>7.2 Uneven stitch</li> <li>7.3 Floating stitch</li> <li>7.4 Wrinkles</li> <li>7.5 Up and down foam</li> </ul>
<b>Evidence Guide:</b> This evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet requirements of the current version of the unit of competency.	
1. Critical aspects of competency	<p>Assessment requires evidence that the candidate must be able to:</p> <ul style="list-style-type: none"> <li>1.1 Followed safety guidelines throughout the work.</li> <li>1.2 Selected required materials and tools</li> <li>1.3 Glued structure and foam together</li> <li>1.4 Sewed covering components as required</li> <li>1.5 Stapled/nailed covering components as required</li> <li>1.6 Checked faults and rectified as required.</li> <li>1.7 Clean the workplace after completion of the task.</li> </ul>
2. Underpinning knowledge	<ul style="list-style-type: none"> <li>2.1 Components of sewing machine and their functions.</li> <li>2.2 Process of fixing up foam and fabrics to the structure.</li> <li>2.3 Different types of stitches used in upholstery works.</li> <li>2.1 Types of Covering components and their uses</li> <li>2.2 Faults of upholstery works</li> <li>2.3 Power tools and their uses</li> </ul>
3. Underpinning skills	<ul style="list-style-type: none"> <li>3.1 Handling upholstery tools.</li> <li>3.2 Operating single needle lock stitch machine.</li> <li>3.3 Identifying and selecting of different types of threads</li> <li>3.4 Measuring the structure of work piece for upholstery work.</li> <li>3.5 Fixing upholstery covering materials by stapler machine.</li> <li>3.6 Applying of hand stitch for fixing edges of covering materials with the structure.</li> </ul>
4. Required attitude	<ul style="list-style-type: none"> <li>4.1 Commitment to occupational health and safety.</li> <li>4.2 Environmental concerns.</li> <li>4.3 Promptness in carrying out activities.</li> <li>4.4 Tidiness and timeliness.</li> <li>4.5 Respect for rights of peers and seniors in workplace.</li> <li>4.6 Communication with peers and seniors in workplace.</li> </ul>
5. Resource implication	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> <li>5.1 Workplace.</li> <li>5.2 Workplace Procedure.</li> <li>5.3 Tools, equipment and facilities appropriate to processes or activity.</li> <li>5.4 Materials relevant to the proposed activity.</li> <li>5.5 Equipment and outfits appropriate in applying safety measures.</li> <li>5.6 Relevant drawings, manuals, standards and reference materials.</li> </ul>

6. Methods of assessment	Assessment methods may include but not limited to: 6.1 Performance Test / Demonstration. 6.2 Oral Questioning. 6.3 Assignment. 6.4 Written Test.
7. Context of assessment	7.1 Competency assessment must be done in a training center or in an actual or simulated workplace after completion of the training module. 7.2 Assessment should be done by NSDA certified/ nominated assessor

**Accreditation Requirements**

Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.

<b>Unit Code and Title</b>	<b>OU-FUR-UW-04-L2-V1: Assemble Mechanical Components of Upholstery</b>
<b>Unit Descriptor</b>	<p>This unit of competency covers the knowledge, skills and attitude required to prepare for upholstery works.</p> <p>It includes preparing for work, fixing mechanical components and cleaning workplace.</p>
<b>Nominal Hours</b>	<b>80</b>
<b>Element of Competency</b>	<b>Performance Criteria</b> <b><u>Bold &amp; Underlined</u></b> words are detailed in the Range of Variables
1. Prepare for work	<p>1.1 OSH are observed throughout the works.</p> <p>1.2 <b><u>Hazards</u></b> are identified and controlled</p> <p>1.3 <b><u>Personal Protective Equipment (PPE)</u></b> are used as per nature of the work.</p> <p>1.4 Required <b><u>materials</u></b> are identified and collected according to job requirement and specification.</p> <p>1.5 <b><u>Hand and power tools</u></b> selected are consistent with job requirements and work instructions; and checked for safe and effective operations.</p>
2. Fix mechanical components	<p>2.1 Components and supplies are selected as required.</p> <p>2.2 <b><u>Faults</u></b> of components detected and separated as per work place procedure.</p> <p>2.3 Components and supplies are fixed in the right position as required.</p> <p>2.4 Assembled <b><u>mechanical component and supplies</u></b> are checked for compliance with specifications.</p> <p>2.5 Finished products are packed and stored for next step as per the workplace procedure.</p>
3. Clean workplace	<p>3.1 Faulty components are tagged and reported in accordance with workplace procedure.</p> <p>3.2 Tools are cleaned and stored according to the workplace procedure.</p> <p>3.3 Workplace is cleaned and waste and scrap materials are disposed following workplace procedure.</p>
<b>Range of Variable</b>	
<b>Variable</b>	<b>Range</b> (may include but is not limited to)
1. Hazards	<p>1.1 Chemical hazard</p> <p>1.2 Physical hazard</p> <p>1.3 Electrical hazard</p> <p>1.4 Mechanical hazard</p> <p>1.5 Biological</p> <p>1.6 Mental hazard</p> <p>1.7 Ergonomic hazard</p>

2. Personal protective equipment (PPE)	<ul style="list-style-type: none"> <li>2.1 Mask.</li> <li>2.2 Apron.</li> <li>2.3 Safety Goggles.</li> <li>2.4 Hand Gloves.</li> <li>2.5 Safety shoe</li> </ul>
3. Materials	<ul style="list-style-type: none"> <li>3.1 Screw.</li> <li>3.2 Lubricants</li> </ul>
4. Hand tools	<ul style="list-style-type: none"> <li>4.1 Ball peen hammer</li> <li>4.2 Knife/Cutter.</li> <li>4.3 Screw driver set</li> <li>4.4 Allen key set.</li> </ul>
5. Power tools	<ul style="list-style-type: none"> <li>5.1 Pneumatic drill machine.</li> <li>5.2 Spray gun.</li> <li>5.3 Stapler gun machine.</li> <li>5.4 Nail gun.</li> <li>5.5 Electric hand drill machine</li> </ul>
6. Faults	<ul style="list-style-type: none"> <li>6.1 Leakage in the gas lift.</li> <li>6.2 Malfunctioning</li> <li>6.3 Broken back cover.</li> <li>6.4 Broken sit cover.</li> <li>6.5 Broken dust cover.</li> <li>6.6 Broken wheel, chair base and handle, chair mechanism</li> <li>6.7 Damaged spring</li> </ul>
7. Mechanical components and supplies	<ul style="list-style-type: none"> <li>7.1 Gas lift.</li> <li>7.2 Dust cover.</li> <li>7.3 Clamp</li> <li>7.4 Base.</li> <li>7.5 Nut-bolt.</li> <li>7.6 Screw castors.</li> <li>7.7 Back part</li> <li>7.8 Back Cover</li> <li>7.9 Armrest</li> <li>7.10 Seat cover</li> <li>7.11 Mechanism (Chair &amp; Sofa)</li> <li>7.12 Base</li> <li>7.13 Wheel</li> <li>7.14 Dust cover</li> <li>7.15 Chair shell</li> </ul>
<p><b>Evidence Guide:</b> This evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet requirements of the current version of the unit of competency.</p>	

1. Critical aspects of competency	<p>Assessment requires evidence that the candidate must be able to:</p> <ul style="list-style-type: none"> <li>1.1 Followed safety guidelines throughout the work.</li> <li>1.2 Selected required materials and tools</li> <li>1.3 Checked faults of components and supplies and separated as per work place procedure.</li> <li>1.4 Assembled components and supplies as required.</li> <li>1.5 Checked and rectified assemblies as required.</li> <li>1.6 Clean the workplace after completion of the task</li> </ul>
2. Underpinning knowledge	<ul style="list-style-type: none"> <li>2.1 Functions and uses of mechanical components and supplies</li> <li>2.2 Types and assembling procedure of different mechanical components.</li> <li>2.3 Different faults of assembling</li> <li>2.4 Power tools and their uses</li> </ul>
3. Underpinning skills	<ul style="list-style-type: none"> <li>3.1 Handling tools, materials and supplies.</li> <li>3.2 Assembling and checking of mechanical components and supplies.</li> </ul>
4. Required attitude	<ul style="list-style-type: none"> <li>4.2 Commitment to occupational health and safety.</li> <li>4.3 Environmental concerns.</li> <li>4.4 Promptness in carrying out activities.</li> <li>4.5 Tidiness and timeliness.</li> <li>4.6 Respect for rights of peers and seniors in workplace.</li> <li>4.7 Communication with peers and seniors in workplace.</li> </ul>
5. Resource implication	<p>The following resources must be provided:</p> <ul style="list-style-type: none"> <li>5.1 Workplace.</li> <li>5.2 Workplace procedure.</li> <li>5.3 Tools, equipment and facilities appropriate to processes or activity.</li> <li>5.4 Materials relevant to the proposed activity.</li> <li>5.5 Equipment and outfits appropriate in applying safety measures.</li> <li>5.6 Relevant drawings, manuals, standards and references materials.</li> </ul>
6. Methods of assessment	<p>Competency must be assessed by:</p> <ul style="list-style-type: none"> <li>6.1 Demonstration.</li> <li>6.2 Written test.</li> <li>6.3 Oral questioning /Interview.</li> <li>6.4 Portfolio.</li> </ul>
7. Context of assessment	<ul style="list-style-type: none"> <li>7.1 Competency assessment must be done in a training center or in an actual or simulated workplace after completion of the training module.</li> <li>7.2 Assessment should be done by NSDA certified/ nominated assessor</li> </ul>

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## **References**

1. Competency Standard on Upholstery Worker of BTEB



## Development of Competency Standard

The Competency Standards for National Skills Certificate Level-2 in **Upholstery Work** is Developed by NSDA on 09 September, 2024.

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## Validation of Competency Standard

The Competency Standards for National Skills Certificate Level-2 in Upholstery Work is Validated by NSDA on 11 September, 2024

### List of Members of the Validation Workshop

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